

JUNE LAGMAY

CITY CLERK

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HOLLY L. WOLCOTT

EXECUTIVE OFFICER

# CITY OF LOS ANGELES

CALIFORNIA



OFFICE OF  
**CITY CLERK**  
**ADMINISTRATIVE SERVICES**

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**MIRANDA PASTER**  
ACTING DIVISION HEAD

ANTONIO R. VILLARAIGOSA

MAYOR

February 17, 2012

Karen Dial, President  
c/o Westchester Business Improvement Association  
8929 South Sepulveda Blvd., Suite 130  
Los Angeles, CA 90045

## **RE: Brown Act Requirements and Best Practices for BID Boards**

You and your Board are invited to attend one of the following Brown Act Presentations:

**Thursday March 1, 2012 at 9am**

Or

**Thursday March 22, 2012 at 1pm**

Los Angeles City Hall East  
Controller's Office Conference Room  
Room # 351, 3<sup>rd</sup> Floor  
Los Angeles, CA 90012

Los Angeles City Hall East  
Controller's Office Conference Room  
Room # 351, 3<sup>rd</sup> Floor  
Los Angeles, CA 90012

Each presentation will be identical and is expected to last about two and a half hours. Please remember that attendance at this presentation by at least one of your Board members is mandatory. Refreshments will be served. RSVP is strongly recommended. Parking arrangements can only be made for Board members who RSVP by Tuesday, February 28, 2012. To RSVP, please call 213-978-1099.

Please note that the Office of the City Clerk is requesting to be added as an agenda item at your regular Board meeting to make a brief Brown Act presentation. When the schedule is developed, this Office will provide the schedule to each District. This is to ensure that all Board members are afforded the opportunity to experience the mandatory Brown Act presentation. Please see the attached letter dated December 22, 2011, relative to this request.

If you have any questions or concerns, please contact me at (213) 978-1111 or via email at [Miranda.Paster@lacity.org](mailto:Miranda.Paster@lacity.org)

Sincerely,

Miranda Paster, Acting Chief  
Administrative Services Division

MCP:RMH:PM:rks

RE: Brown Act Requirements and Best Practices for BID Boards  
Page 2

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